

**RULES AND REGULATIONS**  
**OF THE**  
**LOS ANGELES COUNTY CITY SELECTION COMMITTEE**

**ARTICLE I – NAME**

Section 1. This organization shall be known as the Los Angeles County City Selection Committee.

**ARTICLE II – PURPOSE**

Section 1. The purpose of this Committee shall be to appoint city representatives to boards, commissions, and agencies as required by law.

**ARTICLE III – MEMBERSHIP**

Section 1. The membership of this City Selection Committee shall consist of the mayor of each city within Los Angeles County.

Section 2. When the mayor is unable to attend a meeting of the Committee, he shall designate another member of the city's legislative body to attend and vote at the meeting in his place as his representative.

**ARTICLE IV – OFFICERS**

Section 1. The elected officers of the Committee shall consist of a permanent Chairman and Vice Chairman.

Section 2. The Chairman and Vice Chairman shall be elected by the full Committee at the first organizational meeting and thereafter at least sixty days prior to the expiration of the term of office of the Chairman and Vice Chairman.

Section 3. The term of office of the Chairman and Vice Chairman shall be two years.

Section 4. The Los Angeles County Clerk of the Board of Supervisors or his deputy shall act as the permanent Secretary and recording officer.

Section 5. The members of the City Selection Committee shall serve without compensation.

Section 6. Vacancies.

- (a) If the office of permanent Chairman becomes vacant before the expiration of his term of office, the Vice Chairman shall become Acting Chairman until the next meeting of the Committee at which time a new Chairman shall be elected.
- (b) If the office of Vice Chairman becomes vacant, a new Vice Chairman shall be elected at the next meeting of the Committee.

**ARTICLES V – MEETINGS**

Section 1. The Committee shall conduct a regular meeting at least sixty days prior to the expiration of the term of office of the Chairman and Vice Chairman for the purpose of selecting their successors.

Section 2. The Chairman may call a special meeting of the Committee at any time.

Section 3. The Chairman shall call a special meeting of the Committee upon the written request of 50% of the members of the City Selection Committee. Such special meeting shall be called and held within sixty days after receipt of the written request.

Section 4. When a position on a board, commission, or agency which is filled by the Committee falls vacant, the Chairman shall call a meeting to fill that vacancy within sixty days after such vacancy occurs.

Section 5. Notice to Members.

- (a) At least two weeks prior to the date of any meeting of the Committee, the permanent Secretary of the Committee shall give notice of the meeting to each member of the Committee. This notice should include the specific purpose for which the meeting is being held.
- (b) The permanent Secretary shall give reasonable notice to each member of the time, date, and place to which the Committee is continued.

Section 6. Notice to Secretary.

Within three weeks prior to the date fixed for a special meeting of the Committee, the Chairman shall notify the permanent Secretary of the date, time, and place of the special meeting.

Section 7. All regular and special meetings of the Committee shall be open to the public.

Section 8. Representatives of a majority of the number of cities within Los Angeles County entitled to representation on the Committee shall constitute a quorum of the Committee for the transaction of all business.

Section 9. When a quorum is not present, the meeting shall be postponed or adjourned to a subsequent time and place as determined by the Chairman.

## **ARTICLES VI – COMMITTEE PROCEDURE**

Section 1. Order of Business.

The business of the Committee shall be taken up for consideration and disposition in the following order.

- (a) Call to order and roll call.
- (b) Approval of the Minutes.
- (c) Old Business.
- (d) New Business.
- (e) Adjournment.

Section 2. The Secretary shall have exclusive responsibility for preparation of the Minutes which shall become a public record.

Section 3. Unless the reading of the Minutes of the Committee meeting is ordered by a majority vote of the Committee, such Minutes may be approved without a reading.

Section 4. The Chairman shall be the presiding officer at all meetings of the Committee. In the absence of the Chairman, the Vice Chairman shall preside. In the absence of both the Chairman and Vice Chairman, the Secretary shall call the Committee to order whereupon a temporary presiding officer shall be elected by the Committee members present to serve until the arrival of the Chairman or Vice Chairman.

Section 5. The presiding officer shall assume his place and duties immediately following his election. He shall preserve order at all meetings, have the power to reasonably limit the time of any member speaking to the Committee, state questions coming before the Committee, announce its decision on all subjects, and decide all questions of order; subject, however, to majority vote of the Committee determining questions of order.

Section 6. Every Committee member desiring to speak shall first address the Chair, gain recognition by the presiding officer, and shall confine himself to the question under debate, avoiding reference to character and indecorous language.

Section 7. A Committee member once recognized shall not be interrupted when speaking unless called to order by the presiding officer, or unless a point of order or personal privilege is raised by another Committee member, or unless the speaker chooses to yield to a question by another Committee member. If a Committee member, while speaking, is called to order, he shall cease speaking until the question of order is determined and, if determined to be in order, he may proceed.

Section 8. The presiding officer shall determine all points of order subject to the right of any Committee member to request a full Committee polling and the question shall be, "shall the decision of the presiding officer be sustained?"

Section 9. Except as provided in these rules and regulations, the procedures of the Committee shall be governed by the latest revised edition of Roberts Rules of Order.

Section 10. Rules adopted to expedite the transaction of the business of the Committee in an orderly fashion are deemed to be procedural only, and the failure to strictly observe such rules shall not affect the jurisdiction of the Committee or invalidate any action taken at a meeting that is otherwise held in conformity with law.

## **ARTICLE VII – NOMINATIONS**

Section 1. The presiding officer shall first announce the position for which a city representative is selected.

Section 2. The presiding officer shall then call for nominations from the floor. Any Committee member shall have the right to submit a nomination.

Section 3. A nomination need not receive a second.

Section 4. To close nominations, the presiding officer shall ask if there are any further nominations and if there is no response he may declare the nominations closed.

Section 5. A motion to close nominations requires a 2/3 vote.

Section 6. If nominations have been closed, they may be reopened by a motion to this effect until voting has begun.

### ARTICLE VIII – VOTING

Section 1. A member need not be nominated for a position to be elected to that position. Members may vote for anyone who is eligible, regardless of whether he has been nominated, by voting for him in a roll call.

Section 2. In all votes, each member city shall have one vote.

Section 3. All votes of the Committee shall be roll call votes. The Secretary shall call the roll, consisting of the name of each city, in alphabetical order, and each member shall vote by stating the name of his preference for the city representative, or by answering “Yes” or “No” as the case may be. The Secretary shall record all votes and the original roll call shall be entered in the Minutes.

Section 4. Every Committee member shall vote. A Committee member who abstains from voting acknowledges that a majority of the votes cast may decide the question voted upon.

Section 5. Tie votes shall be lost motions and may be reconsidered.

Section 6. A member may change his vote up to the time that the result of the vote is finally announced. After a roll call vote has been announced, a member can change the record of his vote only by proof that an error was made in recording it.

Section 7. Unless otherwise provided in these Rules, all actions by the Committee, including the selection of a city representative, shall require a majority vote. A majority vote is the vote of more than half of the legal votes cast. Abstentions shall not be included in counting the total of the legal votes cast.

Section 8. If no candidate receives a majority on the first ballot, the balloting should be repeated for that position as many times as necessary to obtain a majority vote for a single candidate. When repeated balloting for an office is necessary, the names of all nominees are kept on the ballot.

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